



### 3. PLANNING PROCESS

#### State Hazard Mitigation Planning Team

**Requirement:** §201.4(c)(1): [The State plan must include a] description of the planning process used to develop the plan, including how it was prepared, who was involved in the process and how other agencies participated.

**Requirement:** §201.4(b): The [State] mitigation planning process should include coordination with other State agencies, appropriate Federal agencies, interested groups and be integrated to the extent possible with other ongoing State planning efforts as well as other FEMA mitigation programs and initiatives.

The 2004 (original) Plan development was facilitated by a hired contractor, under the direction of the State Mitigation Office. Since the development of that Plan, it was realized that it did not meet our standards and as a result, did not portray our State as we would like it to. Therefore, the method used for the development of the original Plan was not used for this update. We took a different approach with the majority of our focus on bringing the Plan to a new starting point that will be used as a baseline for future updates. Taking these factors into consideration, we believe we are getting closer to a more effective Plan that will get us closer our ideal Plan every three years.

It was decided that the State Mitigation Office would coordinate and facilitate the Plan update due to the following reasons:

- Need for Plan to be developed to better reflect the State's real situation and direction;
- Need to "think outside" the framework used by contractor to eliminate useless/irrelevant information (fluff);
- The Mitigation Office's desire to become more independent and experienced in the area of planning; and
- The fact we already have a foundation to work from, the original Plan; and
- Lack of project funds.

In addition, the team that developed the original Plan was found to be quite extensive and included:

- Multiple representatives from one agency and/or area of expertise;
- Representatives from agencies that offered expertise in a specific area, but not needed for the entire planning process;
- Agencies that offered expertise in hazards that, moving forward, will not be profiled.

Based on the findings listed above, we felt that some of the original Planning Team members might be most efficiently utilized as resources for the development of this Plan update.

Therefore, the Arizona Division of Emergency Management (ADEM) assembled a list of individuals to be invited to participate on the Hazard Mitigation Planning Team (Planning Team) tasked with preparing this Plan. All invited members responded accepting the invitation. The Planning Team was developed to represent those with the highest stake in this update. We listed the original Planning Team members not invited to be part of the team for the update, as Resources. The Resource list provides the update Planning Team several sources for information that may be required during the update development. The table below lists all of the members of the Planning Team and the list of Resources, along with their roles and responsibilities on the project.

Hazard Mitigation Planning Team			
Name/Title	Agency	Roles/Responsibilities	Specific Contributions
Darlene Trammell State Hazard Mitigation Officer	Arizona Division of Emergency Management	Manage overall planning effort.	Provided direction on state statutes (State Adoption) and mitigation programs (State Capability, Funding, Local Capability).
Beth Zimmerman State Public Assistance Officer	Arizona Division of Emergency Management	Provide information on history of State-declared disasters, coordinate Plan w/EMAP accreditation.	Historical hazard event information (section 5 risk Assessment).
Susan Wood Mitigation Planning Program Mgr.	Arizona Division of Emergency Management	Coordinate planning effort.	Data research, Community Descriptions, Integrating Local Plans and coordinated the compilation of information into Plan format.
Robert Kimmell HMGP/FMA Program Manager	Arizona Division of Emergency Management	Provide information on the HMGP and FMA programs.	Provided Mitigation Activity information (6.6), HMGP funding data (7.1), Prioritizing Local Assistance (7.3) & Severe Repetitive Loss Strategy.



<b>Hazard Mitigation Planning Team</b>			
<b>Name/Title</b>	<b>Agency</b>	<b>Roles/Responsibilities</b>	<b>Specific Contributions</b>
Cliff Pearlberg Wildfire Prevention Officer	AZ State Land Department Forestry Division	Provide information on State fire history and urban wildland fire hazard.	Revised Wildfire hazard profile. Provided updated data for tables and maps within same profile (5.4.13).
Nancy Selover Ph.D. State Climatologist	State Climate Office Arizona State University	Provide information on the State's climate features and history severe weather hazards.	Revised Drought, Thunderstorm/High Winds, Tornadoes/Dust Devils, Tropical Storms/Hurricane & Winter Storm profiles & provided updated map data (5.4.2, 5.4.10, 5.4.11, 5.4.12, 5.4.14). Developed profile for Monsoon & provided map data (5.4.8).
Mike Johnson PhD, PE Dam Safety Section Manager	Arizona Department of Water Resources	Provided information on State dam, programs and hazards.	Revised Flooding/Flash Flooding profiles and provided updated map data (5.4.5).
Mimi Diaz, MS Chief, Phoenix Office	Arizona Geological Survey	Provide information on geological hazards.	Revised Earthquake, Landslide/Mudslide & Subsidence profiles & provided update map data 5.4.3, 5.4.7, 5.4.9). Developed profile for Fissure & provided map data (5.4.4).
Dwight Nield Mitigation Planner/GIS Analyst	JE Fuller Hydrology & Geomorphology	Developed hazard maps and risk assessment.	Developed/re-created maps 18 – 34. Re-developed vulnerability analysis for all hazards in Risk Assessment (section 5).
<b>Resources</b>			
Dan Roe Executive Director	AZ State Emergency Response Commission	Provided information on hazardous materials.	Revised Hazardous Materials Incidents profile (5.4.6).
Brian Cosson, CFM Flood Section Manager & State NFIP Coordinator	Arizona Department of Water Resources	Provided information on State floods, programs and hazards.	Revised Dam Failure profile (5.4.1).
Principal Planning Analyst	Salt River Project (SRP)	Liaison between State Planning Team & SRP on objectives in relationship to objectives of mitigation efforts of SRP.	
Principal Planner	Homeland Security	Provide information on Homeland Security Strategy.	
Operations Coordinator Assistant Director	Arizona State Parks Department	Provide information a on location of state parks.	
Meteorologist in Charge	National Weather Service	Provide drought information, predictions on state weather projections and past weather related events.	
Engineer	Arizona Department of Transportation	Provide information on location of state-owned bridges, roads and facilities.	
Assistant State Veterinarian	Arizona Department of Agriculture	Provide information on economic impact of hazards & disease on State owned animals, i.e. wildlife population.	
Emergency Response Coordinator	Arizona Department of Environmental Quality	Provide information on environmental concerns relating to hazmat.	
State Hazard Analysis Officer	Arizona Division of Emergency Management	Review hazard information and maps for accuracy.	
Rules and Risk Manager	Arizona Department of Game and Fish	Provide location of Game and Fish facilities.	
National Emergency Programs Manager	US Army Corps of Engineers	Provide information on USASAC mitigation programs & projects.	



Hazard Mitigation Planning Team			
Name/Title	Agency	Roles/Responsibilities	Specific Contributions
Deputy Assistant Director	Arizona Department of Health Services	Coordinate State Plan with AZ Health Services Department	
Commander	Arizona Department of Public Safety	Liaison between State Planning Team & Dept of Public Safety	
Executive Director	Arizona Association of Counties	Liaison between State planning effort and counties.	
Administrative Services Officer	Arizona Division of Corrections	Provide State Prison locations and terminology.	
Environmental Program Supervisor	Arizona Department of Administration	Provide information on State-owned facilities.	
State Conservationist	National Resource Conservation Service	Provide information on NRCS programs and policies.	

For this update, information/input was requested of each County via a survey and email correspondence. The Counties were forwarded their respective description and asked to review and provide recommendations for change, if necessary. It is our intent to encourage all 15 counties to develop multi-jurisdictional mitigation plans and all jurisdictions to participate. We are going to begin that campaign in the beginning of 2008 via our newsletter and outreach materials/activities. We also intend to include county emergency management on the Planning Team for all future updates. Including them will provide both the State and each County with valuable up-to-date information regarding hazards, risks, plan implementation, needs and issues.

Because this is our first Plan update, the time necessary to perform the task in a manner that would produce all the desired results, was underestimated. However, considerable improvements have been made and we are closer to the Plan being an accurate, clear and comprehensive document. Such a document will be made available as a useful tool for state and local agencies, local jurisdictions and those involved in planning and development in the State of Arizona.

The planning events were as follows (documentation of meetings in Appendix A):

#### June 27, 2007 – Planning Meeting #1

Reviewed & Discussed Plan Sections 1 – 6

Assigned revision of hazard profiles to Team Member with appropriate expertise.

The assignments are as follows:

##### M Johnson – ADWR

- Dam Failure
- Flooding/Flash Flooding

##### N Selover – State Climate Office

- Drought
- Monsoon
- Thunderstorms/High Winds
- Tornadoes/Dust Devils
- Tropical Storms/Hurricane
- Winter Storms

##### M Diaz – AZ Geological Survey

- Earthquake
- Fissure
- Landslide/Mudslide
- Subsidence

##### C Pearlberg – State Land

- Wildfires

Details of Meeting in Minutes in Appendix A.



#### September 7, 2007 – Planning Meeting #2

Reviewed & Discussed Section 5 & 6

Once again reviewed the hazard profile drafts and the final list of actions (resulting from work done by Team Members between meetings, via email).

Voted on action prioritization.

Note members not present were emailed the material discussed/reviewed and asked to respond with input and votes via email.

#### September 26, 2007 – Final Draft Review

Due to the urgency in submitting our Plan to FEMA for pre-review, we had originally planned to perform the draft review via conference call. However, due to the large file size of the Plan, most members were unable to receive it via email. This was realized when all were connected to the call. Therefore, the final draft, prior to submission to FEMA was successfully email or mailed to the Planning Team members. Since that time, the members have reviewed the Plan and provided feedback. There was little feedback, most of which was not critical and will be considered during the development of the next update.

Other Meetings:

#### June 28, 2007 – Hazardous Materials Incidents Profile Update

Met with Dan Roe and other ASZERC staff to discuss the HazMat profile

(Meeting overview in Appendix A)

#### June 29, 2007 – Consulting for State Plan Update

Met with JE Fuller Hydrology & Geomorphology to discuss contracting them to develop Plan maps and Risk Assessment.

(Meeting overview in Appendix A)

During the entire Plan development process, all Team Members obtained various types of information for the Plan via different methods of correspondence. Team Members were informed of new developments as a result of those findings via email, telephone or at the Planning Meetings. Given there was no disagreement about the information presented, the Plan was updated accordingly by the Plan Coordinator.

During the development of this Plan, we identified several additional Planning Team Members for the next and future updates. These individuals/agencies will be invited to join the Planning Team as we feel they could offer valuable information that would result in continual Plan improvement. We have listed some below, but anticipate adding to this list:

County Emergency Managers

State Floodplain Coordinator

County Flood Control District reps

Emergency Programs Managers from the State's most rapidly growing jurisdictions

State Property Insurance Manager

Forestry Division

AZ State Emergency Response Commission (AZSERC)